

2016 RESERVATION FORM**CONTACT INFORMATION**

Contact Name:	Contact Email:	
Address:	City/State/Zip:	
Home Phone:	Work Phone:	Cell Phone:

EVENT INFORMATION

1. Event Name:	2. Estimated # in Group:			
3. Date of Event:	4. Time of Event (2 hr minimum):	am/pm	to	am/pm
5. Type of Event: <input type="checkbox"/> Wedding <input type="checkbox"/> Funeral <input type="checkbox"/> Other: _____				

RULES AND REGULATIONS

- The chapel will be opened and closed onsite by the Sexton, no keys will be issued.
- You may come in at no charge on the Friday before your event between the hours of 8:00am-4:00pm to decorate as long as there is no conflict with another user.
- Chapel needs to be cleaned and left in the same manner in which it was found.
- Restrooms are in the Sexton Office and are not handicap accessible.
- Chapel is available 8:00am-6:00pm.
- Seats 80 guests.
- If you would like to schedule a tour before renting the chapel, please contact the Sexton at Lakeview Cemetery at (715) 839-5041.
- Hoover Memorial Chapel Reservations cannot be made online. All reservations must be submitted in person or via mail/fax to the Eau Claire Parks and Recreation Office.

RENTAL FEES

The chapel may be reserved for \$90/hour with a 2 hour minimum.

☐ \$180 (2 hour minimum) = \$ 180.00

☐ \$90/hour (additional hours) x # hours _____ = \$ _____

PAYMENT INFORMATION

TOTAL DUE:	(Must be paid in full at time of reservation)		
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express
Card #	Expiration Date:	3-Digit Security #	
Cardholder Signature:		Date:	



915 Menomonie Street
Eau Claire, WI 54703
Phone (715) 839-5032
Fax (715) 839-1685

